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77-5952/1

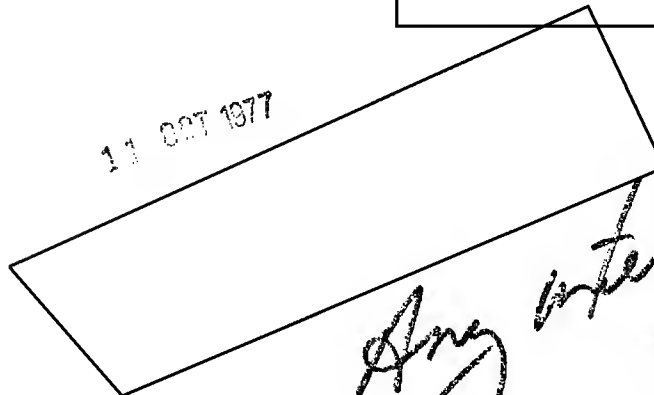
3 October 1977

Personal note to DCI:

Bob Groover, a classmate of ours, left this package with me over the weekend and asked that I pass it on to you.



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Any interest?
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MANPOWER,
RESERVE AFFAIRS
AND LOGISTICS

Approved For Release 2004/05/05 : CIA-RDP80M00165A001900010026-6

Executive Secretary
877-5952

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D. C. 20301

September 30, 1977

Admiral Stansfield Turner, USN
Director
Central Intelligence Agency
McLean, Virginia

Dear Stan:

With your new responsibility for over-sight of the entire intelligence community, you clearly need a mechanism which can provide a crisp and concise one-page summary of budgets as they are developed and of expenditures through the year. Obviously, such summaries would deserve the tightest possible close-hold.

Though developed in a quite different context, the pair of tables attached should interest you. One is a budget development summary and one a report of expenditures. They both range through four hierarchical levels (ASD, DASD, Director, Project) and provide expanding levels of detail to suit the reader. They were explicitly designed to facilitate organizational changes; the basic data is carried only at the Project level and can thus be shifted freely between offices.

These techniques can easily be applied to your problem and could be handled as a one-man show, thus ensuring the protection needed.

At your convenience, I would like five minutes of your time to discuss this with you.

Sincerely,

Robert O. Groover

Attachment



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ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D.C. 203

MANPOWER AND
RESERVE AFFAIRS

July 20, 1976

MEMORANDUM FOR The Deputy Assistant Secretaries of Defense (M&RA)

SUBJECT: ADP Budget for FY 1978

Reference Helga Yeich's memo of July 19, subject "O&M Budget Estimates for FY 1978." This memo addresses the ADP segment of that budget.

The attached sheets reflect our ADP funding status from FY 1975 through FY 1978, excluding the transitional quarter. Copies have been provided your directors with the request that they return them, marked up with their requests. I will enter the data for their and your review and approval. With your approved request we need a brief description of each project to be funded in FY 77 or FY 78. These should identify the project officer, the computer(s) used, and a description of work to be done in each time period, with completion dates, if appropriate.

I will need your final package, ready for front office review, by close of business August 6. To that end, it would be helpful to have your directors' informal inputs as soon as possible.

Robert O. Groover
Manager
ADP Resources

Attachments



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